



QUEENS MUSEUM

Position Title: Fall 2019 Registrar Intern
Department: Curatorial
Reports to: Registrar/Archives Manager

About the Queens Museum

The Queens Museum is dedicated to presenting contemporary art and historical exhibitions and programs that relate directly to urban life and local and international culture. Established in 1972, the Museum is housed in a building that was originally erected as the New York City Pavilion for the 1939-40 New York World's Fair. It then served as the original home of the United Nations General Assembly (1946-1950), an ice and roller rink, and a pavilion once again in the 1964-65 New York World's Fair. The Museum houses over 10,000 objects and materials from the two New York World's Fairs including the Panorama of the City of New York, a 9,000 sq. ft. miniature scale model of the City commissioned for the 1964 Fair and last updated in 1992.

Fall 2019 Exhibitions

[*The Art of Rube Goldberg*](#) which explores the legendary career of one of the most celebrated and influential cartoonists of all time; the New York presentation of [*Nicolas Moufarrege: Recognize My Sign*](#) traveling from the Contemporary Arts Museum, Houston; and a QM-Jerome Foundation Emerging Artist Fellowship exhibition by [*American Artist*](#), whose interdisciplinary work extends dialectics formalized in Black radicalism and organized labor into a context of networked virtual life.

Collections Management

The Queens Museum is currently initiating a new software program for collections and temporary loan management. This software will allow us to create a more robust record of our collection of World's Fair related items and fine art, and to digitize our exhibition history since the Museum's founding in 1972. This project is ongoing.

Position Overview:

The Registrar Intern will be expected to assist the Registrar/Archives Manager with all aspects of coordinating reception and preparation of objects for the Museum's upcoming exhibition cycle, and of managing the permanent collection, as well as other tasks as required. The commitment is from September – December 2019, two days per week, with some flexibility.

Responsibilities include:

- Condition reporting
- Cataloging and photography of documents, books and objects
- Processing and tracking incoming and outgoing loans to other museums and institutions
- Processing incoming and outgoing receipts
- Coordinating shipments
- Surveying the condition of objects throughout the run of the exhibitions
- Processing donations to the museum's permanent collection

Qualifications:

- Excellent written and oral communication skills.
- Strong organizational and archival skills.
- Attention to detail and ability to be flexible.
- Proficiency with Windows and Microsoft office software.
- Knowledge of archival principles and practices or experience handling museum objects that are fragile and irreplaceable.
- Experience working in an archive, library, historical society, gallery, or museum
- Experience assisting in artifact care and maintenance or manuscript collection care in a museum, gallery, archives or library setting.
- Ability to work in a fast-paced environment.
- This is an unpaid internship. Candidates must currently be enrolled as a student in Museum Studies or Library Science to apply internship towards their degree.

To Apply:

To apply for this position, send your cover letter, resume, and contact information for three references to: HR@queensmuseum.org and slucas@queensmuseum.org. Applications will be reviewed on a rolling basis beginning on June 30th, 2019.